**RISK ANALYSIS AND MANAGEMENT SYSTEM**

**ACTIVITY/SITUATION: Mahoenui Giant Weta Reserve**

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| **Analysis** | **Description** | | |
| **UNDESIRED EVENT(S)**  **Accident, injury, other forms of damage** | Injury from falling/ being knocked down in the gorse.  Psychological distress – fear of creepy crawlies  Becoming lost  Damage to natural resources  Shock from electric fence  Medical emergency  Accident on way to activity  Leaving equipment behind | | |
|  | **People** | **Equipment** | **Environment** |
| **CAUSAL**  **FACTORS** | Unskilled driver  Overseas drivers  Poor behavioural management or communication  Peer pressure  Hyperactivity  Unfit students/adults  Undisclosed medication/illness  Lack of understanding of activity | Poorly maintained vehicle  Unsuitable clothing and footwear  No food or drink | Busy rural roads  Multiple hazards on road  Wet or hazardous road conditions  Cold  Wet  Slippery surfaces  Steep slopes  Gorse bushes  Farm animals  Electric fences  Wasps/Bees |
|  | **Normal Operations** | | |
| RISK **MANAGEMENT STRATEGIES** | Appropriate adult : student ratio – 1:7  Clear briefing to parents and students (see later notes).  List of medical conditions of students and any given medication (held by the teacher). | Ensure vehicle maintenance is done and vehicle is checked before use  Pack correct equipment for activity  School to bring their own 1st Aid Kit  Carry suitable clothing, food and drink  Use leather gloves supplied by Education Officer when searching through gorse | Continuous monitoring of rainfall and track conditions  Follow marker poles  Stay on the track  Remain as a quiet well behaved group  Only touch the two gates identified as safe by the Education Officer  Drive for the conditions at the time, slow down in the wet |
|  | **Emergency** | | |
|  | First Aid kit and teacher/adult trained in first aid.  Parents/students report injury/accident or near accident to Teacher immediately. Teacher co-ordinates emergency procedures.  When accessing emergency services at Mahoenui the location is: Mahoenui Scientific Reserve, 5 km’s up Ngatarawa Rd, 23 km’s South of Pio Pio on Hwy 3. | | |

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| **RELEVANT INDUSTRY STANDARDS APPLICABLE** | Mahoenui Scientific Reserve is maintained by the Department of Conservation and is compliant with current NZ codes covering structural safety.  Land Transport Safety Authority vehicle licensing regulations  Land Transport Safety Authority driver regulations  Occupational Safety and Health Act |
| **POLICIES AND GUIDELINES RECOMMENDED** | Disclosure of any medical problems in the group – (teacher to have class list).  Planning to include food/drinks for pupils.  Alternative programme has been considered if there is bad weather  No smoking, no matches and no lighters allowed on the reserve. |
| **SKILLS REQUIRED BY STAFF** | Good communication with adults and students to set and carry out risk management strategies.  Consistant behavioural management techniques used.  Prior assessment of activity (via an orientation visit)  Continual environmental assessment. |
| **Some Suggestions for managing student groups:**   * Break down students into smaller groups and assign them with an adult (assess behaviour management of students and place them with an appropriate adult). * Ensure that all adults are aware of appropriate reassembly points, this is particularly important in keeping the group together and ensuring that students are made aware of significant features of the environment. * If an accident/injury does take place the teacher should leave the injured person with an adult and take the rest of the group to safety while another adult accesses help. * Ensure all students are clear on what they should do if they get separated from the group (i.e. sit down and wait for help). | |